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**From:** Smith, Claudia  
**Sent:** Thur 8/27/2015 9:57:56 PM  
**Subject:** U&O FIP: Draft Proposed FR Notice on Restricted I Drive

All,

Many of us are assigned to various sections of the draft proposed FR notice for the FIP. I was reminded that when one person has it open, all others are locked out, so we need a protocol so that people who are ready to start drafting language can do so. I have never had a good experience using the combine/compare features in MS Word with multiple versions – very cumbersome. I propose the following:

Everyone save a version in the same location on the I Drive ([I:\Restricted Share\U&O FIP\Regulatory Documents\Proposed FIP FR Notice](#)) that has your name at the end of the file name. I will save a version with “MASTER” at the end of the file name. At some point at the end of every day that you work on your version, copy and paste/replace the most current version of your section(s) into the MASTER file. That way no one is in the MASTER for very long locking everyone out (if locked when you try, just wait a few minutes or try the next morning), but we should always have the most current language in the MASTER. Better ideas are welcome, just offer them sooner rather than later. ☺

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